

Outlook Web Application

Runs in any web browser
There's an app for phones
Resources on Town website
Help at bedfordma.gov/email

Choose App - Mail, Contacts, Calendar

Search Mail and Contacts

New Email Folder

Current Mail Folder Contents

Other Folders

Department Group

Create New Mail Message

View Email by Thread Option

Sort by User, Subject, Date

Contact Lists

Mail Message Options

Customize Settings

The screenshot shows the Outlook Web Application interface. The left sidebar contains a 'Folders' list with 'Inbox' (1882), 'Sent Items', 'Drafts' (7), and 'More'. Below this is a 'Groups' section with a 'New' button and a 'Browse' button. The main area displays an 'Inbox' with a list of emails. The top of the interface includes a navigation bar with 'Office 365' and 'Outlook' tabs, and a search bar. The right sidebar shows a 'Town / City wide wireless access' announcement from Tim Rapoza, dated 4/1/2016. The interface is annotated with various callouts pointing to different features and elements.

Mail - Ives, Sherwood - C x

<https://outlook.office365.com/owa/?realm=bedfordma.gov&exsvurl=1&ll-cc=1033&modurl=0>

Apps Bookmarks IT Help Desk Google vSphere

Office 365 Outlook

Search Mail and People

New | Delete | Archive | Junk | Sweep | Move to | Categories | Undo

Folders

Inbox 1882

Sent Items

Drafts 7

More

Groups New

IT

Browse

Create

Inbox

All

GAROTAIO, VICTOR

IT Budget

4/1/2016

T I forwarded your email to Dave and Chief B to have them get you this ...

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection restor 4/1/2016

166.239.22.238 - connection restored '166.239.22.238' - the connection ...

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection lost 4/1/2016

166.239.22.238 - connection lost '166.239.22.238' - the connection was L...

Nita Burks

ApplicationDevelopment at 25 per hour 4/1/2016

Hi , Are you looking for any of the following services starting at \$25/h...

Ives, Sherwood

EMCO Ping Monitor Free: '166.239.22.238' - connection restor 4/1/2016

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Tim Rapoza

Town / City wide wireless access 4/1/2016

We are doing something similar. We use Aerohive, limit the students on the open network to 10MB perconnection .. but we have one thing additional ... We sucked it up and bought 2 internet lines for "redundancy" So we have out 500MB Comcast line for school devices only .. and a 300MB FIOS line for open wifi .. we point them straight out to the (filtered) Internet and no one on the open wifi can impact internal network bandwidth . If it is slow on the open wifi ... (it's not .. but if it were to slow down) at lease I know it is not impacting instruction and business functions. Worth the \$3K extra / year ... and, as stated , we have a failover to that 300MB line should Comcast go down ..

Timothy Rapoza

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CTRL+Click here for some useful First Class tips !

<http://mail.franklin.k12.ma.us/~rapozat@ctms>

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